

CONSULTANT: Cascadia Consulting Group, Inc.
CONTACT PERSON: Andrea Martin
ADDRESS: 1109 First Avenue, Suite 400
Seattle, WA 90101
FEDERAL TAX ID NUMBER/U.B.I. NUMBER: 91-1589555 / 601 448 948
TELEPHONE/FAX NUMBER: 206-449-1112 / 206-343-9819
COUNTY DEPT: Public Works
DEPT. CONTACT PERSON: Manuela Winter, Special Projects Coordinator
TELEPHONE/FAX NUMBER: 425-388-3927 / 425-388-6449
PROJECT: Understanding & Planning for Climate
Change Impacts
AMOUNT: \$44,418.00
FUND SOURCE: 102 50610134109
CONTRACT DURATION: Execution through September 30, 2015

AGREEMENT FOR PROFESSIONAL SERVICES
AGREEMENT NO. CC05-15

THIS AGREEMENT (this "Agreement") is made by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County") and CASCADIA CONSULTING GROUP, INC., a Washington corporation (the "Consultant"). In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. Purpose of Agreement; Scope of Services. The purpose of this Agreement is to provide the County with climate change adaptation planning support and services. The scope of services is as defined in Schedule A attached hereto and by this reference made a part hereof.

The services shall be performed in accordance with the requirements of this Agreement and with generally accepted practices prevailing in the western Washington region in the occupation or industry in which the Consultant practices or operates at the time the services are performed. The Consultant shall perform the work in a timely manner and in accordance with the terms of this Agreement. Any materials or equipment used by the Consultant in connection with performing the services shall be of good quality. The Consultant represents that it is fully qualified to perform the services to be performed under this Agreement in a competent and professional manner.

The Consultant will prepare and present status reports and other information regarding performance of the Agreement as the County may request.

2. Term of Agreement; Time of Performance. This Agreement shall be effective upon execution (the "Effective Date") and shall terminate on September 30, 2015. The Consultant shall commence work upon the Effective Date and shall complete the work required by this Agreement no later than September 30, 2015, PROVIDED, HOWEVER, that the County's obligations after December 31, 2015, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with the County Charter and applicable law.

3. Compensation.

a. Services. The County will pay the Consultant for services as and when set forth in Schedules B-1, B-2 and B-3, which are attached hereto and by this reference made a part of this Agreement.

b. Overhead and Expenses. The Consultant's compensation for services includes overhead but does not include specific reimbursable expenses, which will be allowed only as and to the extent set forth in Schedule C attached hereto and by this reference made a part of this Agreement.

c. Invoices. The Consultant shall submit properly executed invoices to the County no more frequently than monthly. Each invoice shall include an itemization of the dates on which services were provided, including the number of hours and a brief description of the work performed on each such date. Each invoice shall also include an itemization of any reimbursable expenses incurred by the Consultant during the time period covered by the invoice, together with reasonable documentation substantiating such expenses, all in accordance with this Section 3 and Schedule C. Subject to Section 8 of this Agreement, the County will pay such invoices within thirty (30) calendar days of receipt.

All Invoices must be sent for Agreement compliance review to:

Public Works – Contract Admin

Attn: Lori White

3000 Rockefeller, M/S 607

Everett, WA 98201

d. Payment. The County's preferred method of payment under this Agreement is electronic using the County's "e-Payable" system with Bank of America. The Consultant is highly encouraged to take advantage of the electronic payment method.

In order to utilize the electronic payment method, the Consultant shall email SnocoEpaybles@snoco.org and indicate it was awarded an Agreement with Snohomish County and will be receiving payment through the County's e-Payable process. The Consultant needs to provide contact information (name, phone number and email address). The Consultant will be contacted by a person in the Finance Accounts Payable group of the Budget Division of the County Finance Department and assisted with the enrollment process. This should be done as

soon as feasible after County award of an Agreement or purchase order, but not exceeding ten (10) business days.

Department approved invoices received in Finance will be processed for payment within seven calendar days for e-Payable contractors. Invoices are processed for payment by Finance two times a week for contractors who have selected the e-Payable payment option.

In the alternative, if the Consultant does not enroll in the electronic ("e-Payable") payment method described above, Agreement payments will be processed by Finance with the issuance of paper checks or, if available, an alternative electronic method. Alternative payment methods, other than e-Payables, will be processed not more than 30 days from receipt of department approved invoices to Finance.

THE COUNTY MAY MAKE PAYMENTS FOR PURCHASES UNDER THIS CONTRACT USING THE COUNTY'S VISA PURCHASING CARD (PCARD).

Upon acceptance of payment, the Consultant waives any claims for the goods or services covered by the Invoice. No advance payment shall be made for the goods or services furnished by Consultant pursuant to this Agreement.

e. Payment Method. In addition to Payment section above, the County may make payments for purchases under this Agreement using the County's VISA purchasing card (PCARD).

Are you willing to accept PCARD payments without any fees or surcharges?

Yes No

f. Contract Maximum. Total charges under this Agreement, all fees and expenses included, shall not exceed \$44,418.00 for the initial term of this Agreement (excluding extensions or renewals, if any).

4. Independent Contractor. The Consultant agrees that Consultant will perform the services under this Agreement as an independent contractor and not as an agent, employee, or servant of the County. This Agreement neither constitutes nor creates an employer-employee relationship. The parties agree that the Consultant is not entitled to any benefits or rights enjoyed by employees of the County. The Consultant specifically has the right to direct and control Consultant's own activities in providing the agreed services in accordance with the specifications set out in this Agreement. The County shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties partners or joint venturers.

The Consultant shall furnish, employ and have exclusive control of all persons to be engaged in performing the Consultant's obligations under this Agreement (the "Consultant personnel"), and shall prescribe and control the means and methods of performing such obligations by providing adequate and proper supervision. Such Consultant personnel shall for all purposes be solely the employees or agents of the Consultant and shall not be deemed to be employees or agents of the County for any purposes whatsoever. With respect to Consultant personnel, the Consultant shall be solely responsible for compliance with all rules, laws and regulations relating to employment of labor, hours of labor, working conditions, payment of wages and payment of taxes, including applicable contributions from Consultant personnel when

required by law.

Because it is an independent contractor, the Consultant shall be responsible for all obligations relating to federal income tax, self-employment or FICA taxes and contributions, and all other so-called employer taxes and contributions including, but not limited to, industrial insurance (workers' compensation). The Consultant agrees to indemnify, defend and hold the County harmless from any and all claims, valid or otherwise, made to the County because of these obligations.

The Consultant assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes, fees, licenses, excises or payments required by any city, county, federal or state legislation which are now or may during the term of the Agreement be enacted as to all persons employed by the Consultant and as to all duties, activities and requirements by the Consultant in performance of the work under this Agreement. The Consultant shall assume exclusive liability therefor, and shall meet all requirements thereunder pursuant to any rules or regulations that are now or may be promulgated in connection therewith.

5. Ownership. Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other materials created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the Consultant or the Consultant's subcontractors or consultants for delivery to the County under this Agreement shall be the sole and absolute property of the County. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the County at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the County is owned by the Consultant and is not "work made for hire" within the terms of this Agreement.

6. Amendments. No changes or additions shall be made in this Agreement except as agreed to by both parties, reduced to writing and executed with the same formalities as are required for the execution of this Agreement.

7. County Contact Person. The assigned contact person (or project manager) for the County for this Agreement shall be:

Name: Manuela Winter
Title: Special Projects Coordinator
Department: Public Works
Telephone: (425) 388-3927
Email: Manuela.Winter@snoco.org

8. County Review and Approval. When the Consultant has completed any discrete portion of the services, the Consultant shall verify that the work is free from errors and defects and otherwise conforms to the requirements of this Agreement. The Consultant shall then notify

the County that said work is complete. The County shall promptly review and inspect the work to determine whether the work is acceptable. If the County determines the work conforms to the requirements of this Agreement, the County shall notify the Consultant that the County accepts the work. If the County determines the work contains errors, omissions, or otherwise fails to conform to the requirements of this Agreement, the County shall reject the work by providing the Consultant with written notice describing the problems with the work and describing the necessary corrections or modifications to same. In such event, the Consultant shall promptly remedy the problem or problems and re-submit the work to the County. The Consultant shall receive no additional compensation for time spent correcting errors. Payment for the work will not be made until the work is accepted by the County. The Consultant shall be responsible for the accuracy of work even after the County accepts the work.

If the Consultant fails or refuses to correct the Consultant's work when so directed by the County, the County may withhold from any payment otherwise due to the Consultant an amount that the County in good faith believes is equal to the cost the County would incur in correcting the errors, in re-procuring the work from an alternate source, and in remedying any damage caused by the Consultant's conduct.

9. Subcontracting and Assignment. The Consultant shall not subcontract, assign, or delegate any of the rights, duties or obligations covered by this Agreement without prior express written consent of the County. Any attempt by the Consultant to subcontract, assign, or delegate any portion of the Consultant's obligations under this Agreement to another party in violation of the preceding sentence shall be null and void and shall constitute a material breach of this Agreement.

10. Records and Access; Audit; Ineligible Expenditures. The Consultant shall maintain adequate records to support billings. Said records shall be maintained for a period of seven (7) years after completion of this Agreement by the Consultant. The County or any of its duly authorized representatives shall have access at reasonable times to any books, documents, papers and records of the Consultant which are directly related to this Agreement for the purposes of making audit examinations, obtaining excerpts, transcripts or copies, and ensuring compliance by the County with applicable laws. Expenditures under this Agreement, which are determined by audit to be ineligible for reimbursement and for which payment has been made to the Consultant, shall be refunded to the County by the Consultant.

11. Indemnification. To the maximum extent permitted by law and except to the extent caused by the sole negligence of the County and, if any funds for this Agreement are provided by the State, the State, the Consultant shall indemnify and hold harmless the County and the State, their officers, officials, agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature arising out of, in connection with, or incidental to the services and/or deliverables provided by or on behalf of the Consultant. In addition, the Consultant shall assume the defense of the County and, if applicable, the State and their officers and employees in all legal or claim proceedings arising out of, in connection with, or incidental to such services and/or deliverables and shall pay all defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the County and, if applicable, the State, on account of such litigation or claims.

The above indemnification obligations shall include, but are not limited to, all claims against the County and, if applicable, the State by an employee or former employee of the Consultant or its subcontractors, and the Consultant, by mutual negotiation, expressly waives all immunity and limitation on liability, as respects only the County and, if applicable, the State, under any industrial insurance act, including Title 51 RCW, other worker's compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim.

In the event that the County or, if applicable, the State incurs any judgment, award and/or cost including attorneys' fees arising from the provisions of this section, or to enforce the provisions of this section, any such judgment, award, fees, expenses and costs shall be recoverable from the Consultant.

In addition to injuries to persons and damage to property, the term "claims," for purposes of this provision, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in an unfair trade practice.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

Nothing contained within this provision shall affect or alter the application of any other provision contained within this Agreement.

12. Insurance Requirements. The Consultant shall procure by the time of execution of this Agreement, and maintain for the duration of this Agreement, (i) insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the services hereunder by the Consultant, its agents, representatives, or employees, and (ii) a current certificate of insurance and additional insured endorsement when applicable.

a. General. Each insurance policy shall be written on an "occurrence" form, except that Professional Liability, Errors and Omissions coverage, if applicable, may be written on a "claims-made" basis. If coverage is approved and purchased on a "claims made" basis, the Consultant warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three (3) years from the date of completion of the work which is the subject of this Agreement.

By requiring the minimum insurance coverage set forth in this Section 12, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Consultant under this Agreement. The Consultant shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

b. No Limitation on Liability. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the

coverage provided by such insurance, or otherwise limit the County's recourse to any remedy available at law or in equity.

c. Minimum Scope and Limits of Insurance. The Consultant shall maintain coverage at least as broad as, and with limits no less than:

(i) General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit. CG 00 01 current edition, including Products and Completed Operations;

(ii) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. CA 0001 current edition, Symbol 1;

(iii) Workers' Compensation: To meet applicable statutory requirements for workers' compensation coverage of the state or states of residency of the workers providing services under this Agreement;

(iv) Employers' Liability or "Stop Gap" coverage: \$1,000,000.

d. Other Insurance Provisions and Requirements. The insurance coverages required in this Agreement for all liability policies except workers' compensation and Professional Liability, if applicable, must contain, or must be endorsed to contain, the following provisions:

(i) The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Consultant in connection with this Agreement. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents. Additional Insured Endorsement shall be included with the certificate of insurance, "CG 2026 07/04" or its equivalent is required.

(ii) The Consultant's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

(iii) Any deductibles or self-insured retentions must be declared to, and approved by, the County. The deductible and/or self-insured retention of the policies shall not limit or apply to the Consultant's liability to the County and shall be the sole responsibility of the Consultant.

(iv) Insurance coverage must be placed with insurers with a Best's Underwriting Guide rating of no less than A:VIII, or, if not rated in the Best's Underwriting Guide, with minimum surpluses the equivalent of Best's surplus size VIII. Professional Liability, Errors and Omissions insurance coverage, if applicable, may be placed with insurers with a Best's rating of B+:VII. Any exception must be approved by the County.

Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits until after forty-five (45) calendar days' prior written notice has been given to the County.

If at any time any of the foregoing policies fail to meet minimum requirements, the Consultant shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

e. Subcontractors. The Consultant shall include all subcontractors as insureds under its policies, or shall furnish separate certificates of insurance and policy endorsements for each subcontractor. **Insurance coverages provided by subcontractors instead of the Consultant as evidence of compliance with the insurance requirements of this Agreement shall be subject to all of the requirements stated herein.**

13. County Non-discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, Chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The Consultant shall comply with the substantive requirements of Chapter 2.460 SCC, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Consultant of the Consultant's compliance with the requirements of Chapter 2.460 SCC. If the Consultant is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the Consultant's obligations under other federal, state, or local laws against discrimination.

14. Federal Non-discrimination. Snohomish County assures that no persons shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964 (Pub. L. No. 88-352), as amended, and the Civil Rights Restoration Act of 1987 (Pub. L. No. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County sponsored program or activity. Snohomish County further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

15. Employment of County Employees. SCC 2.50.075, "Restrictions on future employment of County employees," imposes certain restrictions on the subsequent employment and compensation of County employees. The Consultant represents and warrants to the County that it does not at the time of execution of this Agreement, and that it shall not during the term of this Agreement, employ a former or current County employee in violation of SCC 2.50.075. For breach or violation of these representations and warranties, the County shall have the right to terminate this Agreement without liability.

16. Compliance with Other Laws. The Consultant shall comply with all other applicable federal, state and local laws, rules, and regulations in performing this Agreement.

17. Compliance with Grant Terms and Conditions. The Consultant shall comply with any and all conditions, terms and requirements of any federal, state or other grant, if any, that wholly or partially funds the Consultant's work hereunder.

18. Prohibition of Contingency Fee Arrangements. The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to terminate this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

19. Force Majeure. If either party is unable to perform any of its obligations under this Agreement as a direct result of an unforeseeable event beyond that party's reasonable control, including but not limited to an act of war, act of nature (including but not limited to earthquake and flood), embargo, riot, sabotage, labor shortage or dispute (despite due diligence in obtaining the same), or governmental restriction imposed subsequent to execution of the Agreement (collectively, a "force majeure event"), the time for performance shall be extended by the number of days directly attributable to the force majeure event. Both parties agree to use their best efforts to minimize the effects of such failures or delays.

20. Suspension of Work. The County may, at any time, instruct the Consultant in writing to stop work effective immediately, or as directed, pending either further instructions from the County to resume the work or a notice from the County of breach or termination under Section 21 of this Agreement.

21. Non-Waiver of Breach; Termination.

a. The failure of the County to insist upon strict performance of any of the covenants or agreements contained in this Agreement, or to exercise any option conferred by this Agreement, in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

b. If the Consultant breaches any of its obligations hereunder, and fails to cure the same within five (5) business days of written notice to do so by the County, the County may terminate this Agreement, in which case the County shall pay the Consultant only for the services and corresponding reimbursable expenses, if any, accepted by the County in accordance with Sections 3 and 8 hereof.

c. The County may terminate this Agreement upon two (2) business days' written notice to the Consultant for any reason other than stated in subparagraph b above, in which case

payment shall be made in accordance with Sections 3 and 8 hereof for the services and corresponding reimbursable expenses, if any, reasonably and directly incurred by the Consultant in performing this Agreement prior to receipt of the termination notice.

d. Termination by the County hereunder shall not affect the rights of the County as against the Consultant provided under any other section or paragraph herein. The County does not, by exercising its rights under this Section 21, waive, release or forego any legal remedy for any violation, breach or non-performance of any of the provisions of this Agreement. At its sole option, the County may deduct from the final payment due the Consultant (i) any damages, expenses or costs arising out of any such violations, breaches or non-performance and (ii) any other set-offs or credits including, but not limited to, the costs to the County of selecting and compensating another contactor to complete the work of the Agreement.

22. Notices. All notices and other communications shall be in writing and shall be sufficient if given, and shall be deemed given, on the date on which the same has been mailed by certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the County: Snohomish County Public Works
3000 Rockefeller, M/S 607
Everett, Washington 98201
Attention: Manuela Winter

If to the Consultant: Cascadia Consulting Group
1109 First Avenue, Suite 400
Seattle, Washington 90101
Attention: Andrea Martin

The County or the Consultant may, by notice to the other given hereunder, designate any further or different addresses to which subsequent notices or other communications shall be sent.

23. Confidentiality. The Consultant shall not disclose, transfer, sell or otherwise release to any third party any confidential information gained by reason of or otherwise in connection with the Consultant's performance under this Agreement. The Consultant may use such information solely for the purposes necessary to perform its obligations under this Agreement. The Consultant shall promptly give written notice to the County of any judicial proceeding seeking disclosure of such information.

24. Public Records Act. This Agreement and all public records associated with this Agreement shall be available from the County for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Consultant are needed for the County to respond to a request under the Act, as determined by the County, the Consultant agrees to make them promptly available to the County. If the Consultant considers any portion of any record provided to the County under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Consultant shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or

copy the information so identified by the Consultant and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to notify the Consultant (a) of the request and (b) of the date that such information will be released to the requester unless the Consultant obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Consultant fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

The County has, and by this section assumes, no obligation on behalf of the Consultant to claim any exemption from disclosure under the Act. The County shall not be liable to the Consultant for releasing records not clearly identified by the Consultant as confidential or proprietary. The County shall not be liable to the Consultant for any records that the County releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

25. Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties. The language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings of this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

26. Complete Agreement. The Consultant was selected through the County's RFP identified in Section 1. The RFP and the Consultant's response are incorporated herein by this reference. To the extent of any inconsistency among this Agreement, the RFP, and the Consultant's response, this Agreement shall govern. To the extent of any inconsistency between the RFP and the Consultant's response, the RFP shall govern.

27. Conflicts between Attachments and Text. Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

28. No Third Party Beneficiaries. The provisions of this Agreement are for the exclusive benefit of the County and the Consultant. This Agreement shall not be deemed to have conferred any rights, express or implied, upon any third parties.

29. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County.

30. Severability. Should any clause, phrase, sentence or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

31. Authority. Each signatory to this Agreement represents that he or she has full and sufficient authority to execute this Agreement on behalf of the County or the Consultant, as the case may be, and that upon execution of this Agreement it shall constitute a binding obligation of the County or the Consultant, as the case may be.

32. Survival. Those provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive.

33. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same Agreement.

SNOHOMISH COUNTY:

CASCADIA CONSULTING GROUP,
INC.:

Lenda M Crawford 4/15/15
County Executive Date

A. Francis Casiano 02/20/15
CEO Date
A. FRANCIS CASIANO

LENDA CRAWFORD
Executive Director
Approved as to insurance
and indemnification provisions:

Approved as to form only:

Deanne Baer 3/24/15
Risk Management Date

Legal Counsel to the Consultant Date

Approved as to form only:

[Signature] 2-27-15
Deputy Prosecuting Attorney Date

COUNCIL USE ONLY	
Approved:	4-15-15
Docfile:	D-8

Understanding & Planning for Climate Change Impacts

A. Introduction

The Pacific Northwest stands to witness dramatic impacts resulting from climate change over the next century. The areas of concern span human health and safety, energy and water supply/demand, infrastructure siting and durability, ecosystem resilience and health, land-use planning, marine shoreline impacts, and urban flooding. The *Washington Climate Change Impacts Assessment*, authored by the Climate Impacts Group (CIG), details extensive impacts for the Pacific Northwest, including the following:

- Increases in temperature that are likely to result in declining snowpack, shifts in the seasonal timing and magnitude of streamflows (including lower summer streamflows and a higher risk of winter flooding), and changes in water quality.
- Higher summer air temperatures that could increase the production of ground-level ozone, decreasing summer air quality and increasing health risks for individuals with asthma.
- Elevated risk of forest fires, even in the relatively wet forests of western Washington.
- Higher potential for extreme heat and extreme precipitation events, posing additional challenges for public health and stormwater management.
- Sea level rise that will increase the potential for inundation of low-lying areas and storm surge damage and the potential for substantial transformations in coastal ecosystems.

The Consultant will assist the County in understanding, communicating, and responding to the risks connected to increases in temperature, changes in precipitation patterns, reductions in snowpack, and rise in sea level. The outstanding work conducted at the University of Washington by CIG provides a solid foundation that the Consultant team will leverage in this work.

The Consultant team will work diligently to support the County in configuring a pilot version of the *Climate Impacts Decision Support Tool* (CIMPACT-DST) for Snohomish County that is well-positioned for future expansion and further customization. Integration and synthesis of vulnerability and guidance information into one easy-to-use tool that contains the most up-to-date regional climate science, relevant County project and asset classifications, and practical and useful guidelines for responding to the impacts will facilitate integration of important climate considerations into the County's ongoing planning and decision-making processes.

B. Scope of Work

This scope of work includes the following tasks:

1. **Kick-Off Meeting and Work Plan**
2. **Data Compilation**
3. **Tool Configuration**
4. **Tool Finalization and Deployment**

Task 1. Kick-Off Meeting and Work Plan

OBJECTIVE

Discuss objectives and approach for overall project. Meet team and hear from County staff about specific needs and expectations. Elaborate upon the three key sectors for pilot tool focus and determine general tool content and design.

APPROACH

The Consultant will work with the County's Project Manager to organize a 3 to 4-hour kick-off meeting with relevant County staff (and possibly interested stakeholders, as determined by the County). During the meeting, we will discuss characteristics and needs for the three identified pilot tool sectors: 1) Transportation Planning, including roads and bridges; 2) Habitat Restoration Projects, including river restoration; and 3) Surface Water Infrastructure, including culverts/pipes, catch basins, vaults, and retention/detention facilities. The Consultant will prepare an agenda with questions and desired outcomes that can be circulated in advance to help staff prepare for the meeting.

TASK 1 DELIVERABLES

- A **final work plan** that includes:
 - Goals and desired outcomes for the pilot CIMPACT-DST
 - Descriptions of the three focus sectors for the pilot tool
 - General preferences regarding tool design, content, and function
 - List of currently available information and points of contact for further information

Task 2. Data Compilation

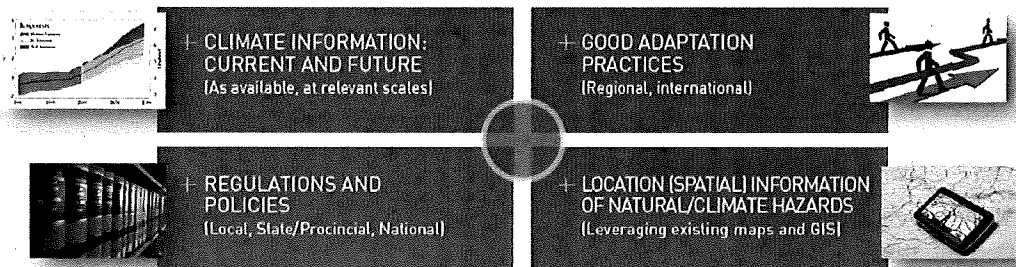
OBJECTIVE

Identify climate-related impacts for the human systems, built environment, and natural systems within Snohomish County relevant to the three pilot sectors. Outcomes from this task will form the basis for climate impact projections and statements in the pilot CIMPACT-DST.

APPROACH

The Consultant will synthesize and compile the following information:

- **Climate conditions and projections**
- **Sector-specific impacts**, focusing on the exposure and sensitivity of three pilot sectors
- **Resilience-building response actions and guidance** to address pilot sector vulnerabilities



Climate conditions and projections

The Consultant will assemble the local climate-related observations and the most current, relevant, and high-quality climate change projections for the County into a comprehensive database. The Consultant will fully utilize the work conducted by the CIG as well as the most recent National Climate Impact Assessment (U.S. Global Change Research Program, 2014). The focus will be on assembling quantitative, qualitative, and spatial information on primary climate impacts such as temperature, precipitation, sea level rise, and extreme weather events specific to Snohomish County over ten-year timeframes to 2100. The Consultant will draw on existing reports and data sets to provide information relevant to the County's decision support needs, and identify the spatial information that the County has available.

Sector-specific Impacts

This component will describe implications of projected changes for the three pilot Snohomish County management sectors (Transportation Planning, Habitat Restoration Projects, and Surface Water Infrastructure).

The Consultant will also anticipate including basic information on projected changes in water supply and quality in the surrounding watersheds; human health risks associated with extreme heat and changes in summer air quality; and forest fire risk for the west slope of the Cascades.

The Consultant will identify key geographic risk hotspots, ranges of potential exposure and risk for different decisionmaking timeframes, and resulting local effects. Key uncertainties in the climate projections and their relevance to adaptation planning will also be described. The Consultant will summarize and describe the scientific data clearly and succinctly, using lay terms, to produce a database that is easily understood and useful for tool customization. The Consultant will also consult with key staff in the County's Department of Public Works to understand the impact that past weather-related events have had on the three types of infrastructure under consideration.

Response Actions and Guidance

The Consultant will create a list of potential adaptation strategies relevant to the three pilot sectors. The Consultant's identification, compilation, and refinement of response actions will draw from two primary information sources: 1) adaptation planning approaches and lessons learned from other relevant efforts undertaken by counties, cities, states, and tribes, in the US and internationally, and 2) existing applicable policies, completed and current efforts within Snohomish County, and County staff input and local knowledge.

1) Adaptation planning approaches from other jurisdictions and communities

A handful of states, tribes, cities and counties in the United States and other jurisdictions around the world have started to prepare for climate change. Since climate impacts and adaptation planning are inherently local, each jurisdiction has followed a slightly different path, sometimes focusing on different sectors, and applying varying criteria to select their adaptation strategies. The Consultant team will capture relevant lessons from these previous efforts. The Consultant will focus both nationally and internationally on communities that have completed adaptation plans, including the cities of New York, Chicago, Boston, Portland, Chula Vista, Austin, Berkeley, London, and potentially others. The Consultant will also include any relevant information from the vulnerability assessments of tribes in and near Snohomish County. The Consultant will collect and review process documentation, completed adaptation plans, evaluation and monitoring summaries, and lessons learned to create a summary of adaptation approaches and strategies relevant to the impacts anticipated for Snohomish County, for integration into the pilot CIMPACT-DST. Additionally, the Consultant will draw upon summary

documents on adaptation, such as *The State of Marine and Coastal Adaptation in North America: A Synthesis of Emerging Ideas* (2011) and *Adapting to Climate Change in Europe and Central Asia* (The World Bank, 2009), to complete the identification and review of adaptation approaches that could be used to increase the resilience of the County to the impacts of climate change. The Consultant will combine this list with any on-going or proposed County adaptation action identified in discussions with County staff.

2) Applicable policies, ongoing efforts, and staff input in Snohomish County

A thorough understanding of completed and ongoing efforts with a nexus to climate change preparedness will help the County craft more efficient and effective climate change adaptation strategies. The Consultant team will work closely with County staff, through interviews and one-on-one conversations in person or by telephone, to ensure the work conducted under this subtask builds upon, and takes full advantage of, existing sources of County information to leverage prior work. Working with County staff, the Consultant will examine the processes, programs, tools, assessments, and initiatives that are already underway within the County that may have a direct link to climate adaptation planning. These are typically those efforts connected to key County functions and responsibilities related to the built environment, water and electricity supply, public health and emergency management, the movement of people and goods, land use, water conveyance and stormwater management, ecosystem health, and race and social justice.

Review

Once compiled, relevant County staff will be given the opportunity to review the information. The Consultant will work with the County's Project Manager to arrange a meeting with County staff in either one all-day interdepartmental meeting or a series of departmental-specific interviews. Activities during the meeting will include evaluation and ranking of the adaptation options that have been identified, and categorization of identified response options into short-, mid-, and long-term actions, as well as "no-regrets" actions the County can take that offer short-term benefits even if anticipated climate impacts do not materialize on the schedule or to the extent predicted.

TASK 2 DELIVERABLES

- A compilation of **pilot tool content**, including climate conditions and projections and impacts and response actions relevant to the three pilot sectors

Task 3. Tool Configuration

OBJECTIVE

Work with relevant County departments and key staff to configure a beta pilot CIMPACT-DST with essential technical and policy information for understanding key vulnerabilities and developing sound and consistent adaptation measures.

APPROACH

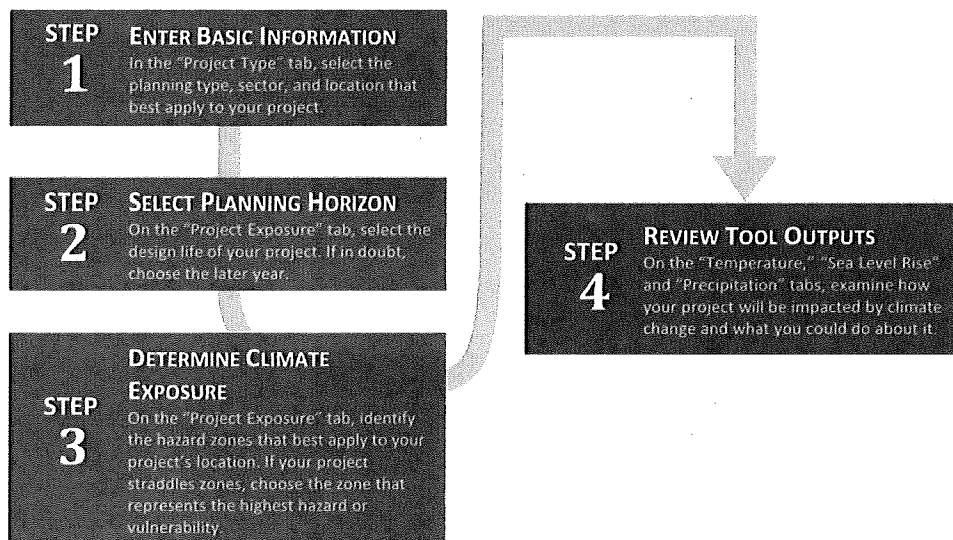
The Consultant team will integrate County-relevant scientific projections, climate impacts exposure information, and candidate County adaptation measures into the pilot CIMPACT-DST. The software design will ensure that this information is consistent, streamlined, and efficiently provided to planners, project managers, and other departmental staff throughout the County.

The Consultant team will distill the major findings from relevant case studies gathered during Task 2 and enter the information directly into the tool to ensure that lessons learned and key examples are effectively communicated to the user.

The Consultant will incorporate—and where necessary, digitize—relevant local spatial information from the County and CIG into an online Geographic Information Systems (GIS) interface. Where possible, the Consultant will work with the County to utilize existing GIS system capabilities and advise on the creation of new and/or modified base-layer data that is critical in evaluating potential exposure. By combining infrastructure and site attribute information with GIS data, site-specific climate change hazard and risk assessment is possible and will be provided. Climate impact relevant base layer data (e.g., 100-year & 500-year flood plains, known landslide risk zones, and projected inundation zones for sea level rise) allow the user of the CIMPACT-DST to easily determine hazard zone proximity that the tool then uses to determine asset exposure and response guidelines.

The following table and figure summarizes the tool’s functionality and steps:

Embedded information	User inputs	Tool outputs
<ul style="list-style-type: none"> ▪ Regional climate projections ▪ Impacts, guidance, and policy information organized by sector, project type, and location ▪ Climate hazard maps 	<ul style="list-style-type: none"> ▪ Project type and sector ▪ Project lifespan ▪ Project planning area ▪ Project risk based on the hazard maps 	<ul style="list-style-type: none"> ▪ Overall climate impact summaries ▪ Project-specific impact summaries ▪ Project-specific guidelines and recommendations to reduce climate risk



TASK 3 DELIVERABLES

- Beta pilot CIMPACT-DST ready for testing by County staff

- **Draft User Guide** for the pilot CIMPACT-DST

Task 4. Tool Finalization and Deployment

OBJECTIVE

Beta-test and finalize the pilot CIMPACT-DST for application to three identified sectors.

APPROACH

The Consultant team will support the County in conducting beta-testing with County staff and ensuring that the tool functions as advertised. The Consultant will deliver a training for interested County staff and work through the following case study examples:

- May Creek Bridge #559 Project
- Ash Way RC1638 Corridor Project
- Stillaguamish River North Meander Wood Placement Project
- Jim Creek Tributary Culvert Replacement (near 19915 Jim Creek Road)

At the same time, the Consultant will help facilitate a discussion about how the tool can be used, what additional information or functionalities would be helpful, and what additional sectors could be covered; this would help inform the drafting of a scope of work for a follow-on contract to develop a full-scale CIMPACT-DST, if desired and if funds are available.

TASK 4 DELIVERABLES

- A customized and configured **pilot CIMPACT-DST** for use by Snohomish County staff on three key sectors, accompanied by a **User Guide** and one **formal training** for potential users and relevant staff
- A **final meeting** to walk through application of the pilot CIMPACT-DST to four example projects

Schedule B-1
Compensation – Budget

Sustainability Consulting Services		Firm: Cascadia						
		Project Name: SNOHOMISH COUNTY CLIMATE ADAPTATION TOOL						
	Staff Name	Andrea Martin	Nora Ferm	Maryellen Hearn	Christy Shelton			
	Staff Title	Senior Associate 1	Senior Associate 3	Associate 2	Principal			
	Rate	\$99.07	\$154.23	\$80.83	\$158.86	TASK LABOR	TASK EXPENSES	TASK TOTAL
Task #	Task Name							
1	Kick-off Meeting and Work Plan	20	7	4		\$ 3,384.33	\$ 25.00	\$ 3,409.33
2	Data Compilation	68	20	53	1	\$ 14,264.21	\$ 225.00	\$ 14,489.21
3	Tool Configuration	80	8	33		\$ 11,826.83	\$ 150.00	\$ 11,976.83
4	Tool Finalization and Deployment	64	12	18		\$ 9,646.18	\$ 125.00	\$ 9,771.18
	Total Hours	232	47	108	1	\$ 39,121.55	\$ 525.00	\$ 39,646.55
						Total Labor:	\$ 39,121.55	
						Total Expenses:	\$ 525.00	
						Project Total:	\$ 39,646.55	

Sustainability Consulting Services		Firm: Lara Whitely Binder						
		Project Name: SNOHOMISH COUNTY CLIMATE ADAPTATION TOOL						
	Staff Name	Lara Whitely Binder						
	Staff Title	Managing Director						
	Rate	\$74.54				TASK LABOR	TASK EXPENSES	TASK TOTAL
Task #	Task name							
1	Kick-off Meeting and Work Plan					\$0.00		\$0.00
2	Data Compilation	24				\$1,788.96		\$1,788.96
3	Tool Configuration	8				\$596.32		\$596.32
4	Tool Finalization and Deployment					\$0.00		\$0.00
	Total Hours	32	0			\$2,385.28	\$0.00	\$2,385.28
						Total Labor:		\$2,385.28
						Total Expenses:		\$0.00
						Project Total:		\$2,385.28

Sustainability Consulting Services										
Summary of Project Costs										
Task #	Task Name	Cascadia			Lara Whitely Binder			Task Total		
		Labor	Expenses	Total	Labor	Expenses	Total	Labor	Expenses	Total
1	Kick-off Meeting and Work Plan	\$ 3,384.33	\$ 25.00	\$ 3,409.33	\$ -	\$ -	\$ -	\$ 3,384.33	\$ 25.00	\$ 3,409.33
2	Data Compilation	\$ 14,264.21	\$ 225.00	\$ 14,489.21	\$ 1,788.96	\$ -	\$ 1,788.96	\$ 17,842.13	\$ 225.00	\$ 18,067.13
3	Tool Configuration	\$ 11,826.83	\$ 150.00	\$ 11,976.83	\$ 596.32	\$ -	\$ 596.32	\$ 13,019.47	\$ 150.00	\$ 13,169.47
4	Tool Finalization and Deployment	\$ 9,646.18	\$ 125.00	\$ 9,771.18	\$ -	\$ -	\$ -	\$ 9,646.18	\$ 125.00	\$ 9,771.18
	TOTALS	\$ 39,121.55	\$ 525.00	\$39,646.55	\$2,385.28	\$ -	\$2,385.28	\$ 43,892.11	\$ 525.00	\$ 44,417.11

Schedule B-2
Compensation - Fee Schedule

Consultant: Cascadia Consulting Group, Inc. **Project: Understanding & Planning for Climate Change Impacts**

Position Classification	Hourly Rate	Overhead @217.00%	Profit @25.10%	Max Rate Per Hour
Senior Principal	\$61.08	\$132.54	\$15.33	\$208.95
Principal	\$49.69	\$107.83	\$12.47	\$169.99
Senior Associate 3	\$47.74	\$103.60	\$11.98	\$163.32
Senior Associate 2	\$39.42	\$85.54	\$9.89	\$134.86
Senior Associate 1	\$28.96	\$62.84	\$7.27	\$99.07
Associate 3	\$29.22	\$63.41	\$7.33	\$99.96
Associate 2	\$28.69	\$62.26	\$7.20	\$98.15
Associate 1	\$25.00	\$54.25	\$6.28	\$85.53
Project Assistant 3	\$21.70	\$47.09	\$5.45	\$74.24
Project Assistant 2	\$17.69	\$38.39	\$4.44	\$60.52
Project Assistant 1	\$15.83	\$34.35	\$3.97	\$54.15
Temp/Intern 3	\$18.00	\$39.06	\$4.52	\$61.58
Temp/Intern 2	\$15.00	\$32.55	\$3.77	\$51.32
Temp/Intern 1	\$13.00	\$28.21	\$3.26	\$44.47

Only Labor Classifications listed in this Schedule B are eligible for payment. All Consultant invoices **must** list classifications being invoiced **exactly** as stated in Schedule B. Wage Rates shall not exceed those listed in Schedule B for the term of this Agreement.

The rates listed in this Schedule B shall be applicable for the first twelve (12) month period and shall be subject to negotiation for the following twelve (12) month period upon request of the Consultant or the County. If negotiations are not conducted for the second or subsequent twelve (12) month periods within ninety (90) days after completion of the previous period, the rates listed in this Agreement, shall be utilized.

Schedule B-3
Compensation - Fee Schedule

Consultant: Lara Whitely Binder

**Project: Understanding & Planning for
Climate Change Impacts**

Position Classification	Hourly Rate	Overhead @0.00%	Profit @0.00%	Max Rate Per Hour
Managing Director				\$74.54

Only Labor Classifications listed in this Schedule B are eligible for payment. All Consultant invoices **must** list classifications being invoiced **exactly** as stated in Schedule B. Wage Rates shall not exceed those listed in Schedule B for the term of this Agreement.

The rates listed in this Schedule B shall be applicable for the first twelve (12) month period and shall be subject to negotiation for the following twelve (12) month period upon request of the Consultant or the County. If negotiations are not conducted for the second or subsequent twelve (12) month periods within ninety (90) days after completion of the previous period, the rates listed in this Agreement, shall be utilized.

Schedule C
Reimbursable Expenses

Subconsultant Services and Other Direct Costs will be reimbursed at the Actual Cost to the Consultant with no markup. These charges may include, but are not limited to, the following items:

Reimbursable Classifications	Rates
<u>Mileage</u>	<u>Current IRS Rate</u>
<u>Parking validation for Evaluation Team</u>	<u>At Cost</u>
<u>Postage/Courier</u>	<u>At Cost</u>
<u>Outside Vendor Costs</u>	<u>At Cost</u>
<u>Long-distance phone calls</u>	<u>At Cost</u>
<u>Grayscale printing (in house)</u>	<u>\$0.10/page</u>
<u>Color printing (in-house)</u>	<u>\$0.50/page</u>

Any Subconsultant Services or Other Direct Costs not included in the above list shall not be eligible for payment without prior written consent of the County. All reimbursable charges must be necessary for the services provided under this Agreement.